


Department of the Army
First Region (ROTC)
United States Army Cadet Command
Fort Bragg, North Carolina 28310-5000

FRMOI 37-104-96
10 November 2000

Financial Administration

IN AND OUT-PROCESSING PROCEDURES

FOR THE COMMANDER:



KERRY R. PARKER
COL, AD
Chief of Staff

PROPOSER: The proposer of this publication is Personnel and Administration Division, Headquarters, First Region (ROTC), US Army Cadet Command. Comments should be sent directly to Headquarters, First Region (ROTC), US Army Cadet Command, ATTN: ATOA-PA, Fort Bragg, North Carolina 28310-5000.

SUPERSESSOR: This is a new publication.

DISTRIBUTION: A; D; S
Distribution codes used are explained in FRMOI 25-1.

This document is available on the INTERNET at:
www.rotc1.bragg.army.mil

1. Purpose. This MOI provides in and out-processing procedures for use within First Region (ROTC), US Army Cadet Command.
2. Applicability. This directive is applicable to all soldiers assigned to First Region (ROTC) brigades or battalions.
3. Objective. To provide standardized procedures for in and out-processing of service members at brigades and battalions within this region.

FRMOI 37-104-96
10 November 2000

4. Responsibilities. Brigade and battalion administrative personnel will follow the procedures outlined in this publication for in and out-processing military personnel.

5. Procedures.

a. In-processing and out-processing timeliness are important. Strength reporting, official mail, LESSs, and promotion board information are disseminated through units of assignment and BAH is based upon the duty location. Finance will stop a service member's (SM) pay if the soldier out-processes from one location and does not in-process at another location within five months. Failure to out-process directly impacts our personnel strength; it prevents the requisition of another soldier for another school. Additionally, failure to out-process will slow down in-processing into the SM's next unit.

b. Within twenty four hours of arrival at the unit FAX a copy of the soldier's PCS orders to the First Region (ROTC) ATTN: ATOA-PAM-S with the following information written at the top of the orders: date of arrival, PMOS or branch, date of rank, and current ETS date (enlisted). Fax number is (910) 396-7997.

c. SM's will complete the following in-processing steps within ten days of their arrival to the unit.

(1) Notify brigade administrative personnel of arrival.

(2) Complete finance in-processing packet and mail to First Region (ROTC), ATTN: ATOA-PAM-F (see FRMOI 37-104-97).

(3) Mail 201 file to First Region (ROTC) ATTN: ATOA-PAM-S. Ensure the following documents are included: SM's latest evaluation report, security clearance, ORB or ERB, and updated DD Form 93 and SGLI. Mailing address is First Region (ROTC) ATTN: ATOA-PAM-S, Fort Bragg, North Carolina 28310-5000.

5. SM keeps medical and dental records in their possession.

6. Complete individual brigade or battalion in-processing procedures.

c. SM's must execute the following to out-process from their unit.

(1) Normally, PERSCOM will notify SMs of an impending PCS with an RFO or PERSGRAM. In addition, First Region (ROTC) Military Personnel Branch will provide a follow-up notification along with a PCS packet for completion. Upon receipt of RFO or LEVY notification, complete PCS orders packet within eight days of receipt; include DA Form 31 if taking more than 30 days of leave or arriving more than 20 days early. If you do not receive a PCS orders packet, contact First Region (ROTC), Military Personnel Branch. The Reassignments Section on Fort Bragg PSB will not cut PCS orders until they receive all applicable documents from the PCS orders packet. Once the section receives all the documents, their goal is to process the orders in 30 days.

(2) Receive PCS orders from First Region (ROTC) Military Personnel Branch.

(3) Obtain leave control number from First Region (ROTC) Leave Clerk.

(4) Apply for advance DLA, advance travel, and/or advance pay if desired (see FRMOI 37-104-97).

(5) Receive 201 file within two weeks of departure from First Region (ROTC) Military Personnel Branch.

(6) Receive copy of change of rater evaluation report, finalized with initials from the Fort Bragg PSB.

FRMOI 37-104-96
10 November 2000

(7) Complete individual brigade or battalion out-processing procedures.

(8) Within 24 hours of departure, fax a copy of the SM's PCS orders and a copy of the DA Form 31 with block #14 complete to First Region (ROTC) ATTN: ATOA-PAM-S.

(9) Notify brigade administrative personnel of departure.